



CITY OF ATLANTA

JOB ANNOUNCEMENT

RESEARCH AND POLICY ANALYST

STARTING SALARY RANGE: \$60,734

SALARY GRADE: 32

Applications Accepted From: August 15, 2005 until August 26, 2005

Minimum Job Requirements*

Persons applying should have a bachelor's degree in Business/Public Administration or a closely related field from an accredited institution; **and** five (5) years of research, financial and legislative analysis, preferably in local government agencies, or related experience or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Master's degree preferred

Duties of the Job:

This employee performs policy analysis and provides legislative oversight and support to City Council committees and members of Council who determine City Policy. The incumbent will be responsible for: researching complex policy issues, developing strategies, setting goals and initiatives for the successful implementation of city policy; disseminating verbally or in writing pertinent research findings and other information regarding proposed legislation; documenting legislative process in various stages of development and assists with office administration and supervisory/managerial functions pertaining to the committee secretaries.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHO'S QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION.

The examination for this job will consist of an evaluation of applicant training and experience. Any offer of employment is contingent upon the successful completion of a background investigation, verification of qualifications, drug screen and physical examination.

*Verification required prior to appointment.